

Resolving an Incorrect Payment of Taxable / Reportable Travel

There have been cases where travelers have been incorrectly paid for taxable/reportable travel. There is a specific process for correcting the incorrect payment. Your agency's DOP Payroll Services or Agency HR staff must handle the pay and recover transactions. The department **SHOULD NOT** create an OTPAY document.

When a traveler is paid incorrectly out of FIN for taxable/reportable travel or when a traveler withdrew money from an ATM using their One Card the department must:

1. Complete and sign the latest version of the **Travel Authorization Form** and the **Taxable Travel Allowance Payroll Report** from the Division of Finance website <http://doa.alaska.gov/dof/forms/index.html#trav>
 - Include all the financial coding for the OTPAY document including the object and the payment from FIN.
 - Include the reporting field information for the OTPAY document so it can be used for tracking purposes (RECOMMENDED).
2. Email the completed and signed forms to your Payroll Services or Agency HR contact with clear instructions/indication that this is a **PAY and RECOVER** situation.

Payroll staff will process the pay and recover by creating two documents in IRIS HRM:

1. OTPAY document to pay the employee their taxable/reportable travel. The OTPAY document in HRM creates a PREXP document in FIN that will charge the agency's budget again for the travel.
2. OTDED document to recover the amount owed to the state for the payments made in FIN or on the One Card. The OTDED document in HRM creates a PRLID document in FIN that will post the revenue collected from the employee to the agency's miscellaneous revenue. The agency will need to process a CH8 to move the revenue to abate the duplicate travel expenditure.

Questions? Please contact the IRIS Help Desk at IRIS.Project@alaska.gov for any questions about this process.